

SANDWICH LITTLE LEAGUE

SAFETY GUIDELINES

2016

***FUN AND SAFETY
TOGETHER***

1. TOWN OF SANDWICH SAFETY OFFICERS

Emergency: 911
Non-Emergency: (508) 888-3343 - Police
(508) 888-0525 - Fire

2. A copy of the safety manual shall be published and distributed to all volunteers which include: concession workers, facilities crew, managers and coaches. A copy will also be posted in common areas and on the Sandwich Little Leagues web site.

3. SANDWICH LITTLE LEAGUE SAFETY OFFICER

Bob Sullivan 508-776-6698 (cell)
rhsull9195@comcast.net e-mail

4. SANDWICH LITTLE LEAGUE BOARD OF DIRECTORS

President	John Tzimirangas	(508) 477-3667
Vice President	Kevin Sullivan	(508) 509-0801
Secretary	Sean Polay	(774) 313-6093
Treasurer	Bobbie Moore	(508) 566-2686
Jay DeBettencourt	(508) 477-4953	
Bob Sullivan	(508) 776-6698	
Bill Morrison	(508) 566-2276	
Glenn Christensen	(508) 428-8009	
Chris Richards	(508) 766-5996	
Ken Aguiar	(508) 539-1097	
Ferd Angeles	(774) 327-8262	
Chris Howell	(774) 313-9506	
Todd Audyatis	(774) 413-9963	
Scott Lugo		
Matt Swett		

SAFETY CODE REQUIREMENTS

1. Safety Code (includes pitching limits)
 2. Code of Conduct
 3. Background Checks
 4. Concession Stand Safety
 5. Fundamentals Training
 6. First Aid Training
 7. Field Inspections
 8. First Aid Kits
 9. Inspection and Replacement of Equipment
 10. Annual Facility Survey
 11. Injury Report Guidelines
- Attachment – Injury Report Incident Form

SAFETY CODE

1. Safety Code

- 1.1 Responsibility for safety belongs with every adult member and volunteer for Sandwich Little League.
- 1.2 Each player, coach, umpire and volunteer shall use proper reasoning and care to prevent injury to themselves and others.
- 1.3 Only League approved coaches are allowed to practice teams.
- 1.4 First aid kits are issued to each team coach prior to the season, additional first aid kits and supplies will be located at the Concession Stand.
- 1.5 No games or practices will be held when weather and field conditions are poor, especially when lighting is inadequate.
- 1.6 Game areas (field, dugouts, etc) will be inspected before games and practices for holes, damage, un-secure bases, stones, glass and other foreign material.
- 1.7 Team equipment should be stored within the team's dugout or screened areas outside the area of play.
- 1.8 During warm-up drills, players should be spaced so that no one is endangered by missed catches or wild throws.
- 1.9 Equipment should be inspected regularly during the playing season
- 1.10 Batters must wear little league approved protective helmets during batting practice, games and when acting as base coaches.
- 1.11 At not time should horseplay be permitted on the playing field or in the dugout.
- 1.12 All male players must wear athletic supporter and cups during games AND practices.
- 1.13 All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet that meet Little League specifications and standards during games AND practices.
- 1.14 All catchers must wear chest protectors, throat guard and catcher's

helmet during pitcher warm-up.

- 1.15 Shoes with metal cleats or spikes are NOT permitted.
- 1.16 Coaches will never leave an unattended player at a practice or a game.
- 1.17 Sliding, when permitted, is only allowed feet first. NO sliding head or hands first unless returning to the base.
- 1.18 Baserunners must have batting helmets on at all times.
- 1.19 Batting practice/warm-up, when allowed, is only allowed inside designated, fenced warm-up areas.
- 1.20 All coaches, assistant coaches or adult volunteers will have a background check completed prior to coaching or assisting any coaches.
- 1.21 When a player is injured during a game OR practice, the injury shall be reported in accordance with the Injury Report Guidelines.
- 1.22 Players and spectators should be alert at all times for foul balls and errant throws.
- 1.23 AFTER each game, each team must clean-up trash in it's dugout and around the stands.

Alcohol is not allowed in any stand, field, common area or parking lot within the Sandwich Little League complex or function.

PITCHING:

All pitching rules and requirements are per Little League Rule Book.

1. Maximum amount of pitches for either and 11 or 12 year old player is 85 in a game.
2. Maximum amount of pitches for a 9 or 10 year old player is 75 in a game.
3. Rest requirements as follow:
 - 66 or more pitches in a game – 4 calendar days of rest required
 - Between 51 – 65 pitches in a game – 3 calendar days of rest required
 - Between 36 – 50 pitches in a game – 2 calendar days of rest required
 - Between 21 – 35 pitches in a game – 1 calendar day of rest required
 - Between 1 – 20 pitchers in a game – No rest required

2.0 CODE OF CONDUCT

No board member, manager, coach, player or spectator shall, at any time:

- 2.1 Lay a hand upon, push, shove, strike, or threaten to strike an official.
- 2.2 Be guilty of personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- 2.3 Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsman-like action.
- 2.4 Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- 2.5 Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- 2.6 Appear on the field of play, stands, or anywhere on the Little League complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- 2.7 Smoke while in the stands or on the playing field or in any dugout. Smoking will only be permitted in designated areas which will be 20 feet from any spectator stands or dugouts.
- 2.8 Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players, coaches or umpires during the game.
- 2.9 Speak disrespectfully to any manager, coach, official or representative of the league.
- 2.10 Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- 2.11 Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.
- 2.12 Any infraction can result in game removal, game suspensions and/or warning letter

The Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and

including expulsion from the league.

BACKGROUND CHECKS

3.0 BACKGROUND CHECKS

Providing a safe atmosphere for kids to enjoy themselves is the top priority for any youth organization. Having parents know they can trust the people who are involved in training their children is central to any group's success. That's why Little League makes the Child Protection Program available and mandates local and national background checks. The Little League regulation requires every league to annually, at a minimum, check the State's and National Sex Offender Registry against "all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams."

Sandwich Little League ensures your kid's safety by requiring a criminal offender record information form be completed each year. This allows the SLL to screen any people who have committed offenses and allow us to bar them from contact with children.

A national search for criminal records will be performed using *Choicepoint.com*. ANY conviction or guilty plea for any crime involving or against a minor will result in a ban from participating in any aspect of Sandwich Little League. Any conviction or guilty plea for any other felony not involving a minor will be reviewed by the SLL Board for a decision and approval to be remain involved in SLL.

Any of the information above is public record. The SLL Board of Directors is obliged to share the information with SLL Parents that the individual had contact with prior to the search results.

4.0 Concession Stand Safety

4.1 People working in the Concession Stand will be trained in safe food preparation

4.1.1 Wash hands after:

- Using the toilet
- Taking the trash outside
- Touching your nose, mouth, etc. after sneezing or coughing
- Touch uncooked meat
- Touch soiled equipment or eating utensils

4.1.2 Use gloves when touching or handling ready-to-eat food

4.1.3 Use hot soapy water, with sanitizing chemicals (i.e. diluted bleach – ½ tsp

per gallon of water) to clean counters and equipment

- 4.2 Workers not feeling well (cold, cramps, nausea, fever, etc.) shall not be allowed in the area of the concession stand.
- 4.3 Workers serving or handling food shall be at least 13 years old
- 4.4 Cooking equipment will be inspected periodically and repaired or replaced as needed.
- 4.5 Propane tanks will be turned off at the grill and at the tank after use
- 4.6 Food not purchased by Sandwich Little League to sell in it's Concession Stand will not be cooked, prepared or sold in the Concession Stand
- 4.7 A certified fire extinguisher (Class B or A-B) suitable for grease fires must be in place and plain sight at all times.
- 4.8 A fully stocked First Aid Kit will be placed in the Concession Stand
- 4.9 The First Aid Kit must be checked (or restocked) each day the Concession Stand is open.
- 4.10 An AED kit will be available, the kit includes:
 - Weekly inspection sheet to check the battery
 - Towel In Kit
 - External Breather (Bag valve mask)
 - Emergency Phone Numbers to call with or on D-Fib Machine Fire 508-888-2323
 - Gloves, Razor and Scissors
- 4.11 The Concession Stand main entrance door will not be locked or blocked while people are inside.

FUNDAMENTALS TRAINING

5. The Sandwich Little League Board of Directors requires that at least one representative from each team attend a fundamentals training clinic each year. The SLL Board of Directors requires each coach to attend a training session at least once every three years.

FIRST AID TRAINING

6. The Sandwich Little League Board of Directors requires first aid training for all coaches, with at least one representative from each team attending each year and for each coach to attend training sessions at least once every three years. The board highly encourages all umpires to attend first aid training.

FIELD INSPECTIONS

7. Coaches Should perform the following prior to each game
 - ✍ Walked field for debris and foreign objects
 - ✍ Check conditions of bases, backstops, fences
 - ✍ Inspected gear – helmets, bats, catcher's gear
 - ✍ Warm-up drills

FIRST AID KIT

8. As part of the Field Inspections, the team first aid kit should be checked prior to each game. The following is a list of required and suggested first aid kit contents:
 - Instant cold packs
 - Blister Kit
 - Bandages: 1- by 3-inches
 - Large bandages: 2 by 4 1/2 inches
 - Antimicrobial skin wipes
 - Blood-off cloth towelettes
 - Latex gloves
 - Antiseptic hand cleaner: 4 ounces

In addition, it is highly recommended each coach provide a bug repellent. Re-supply of these materials can be obtained at the Concession Stand.

INSPECTION AND REPLACEMENT OF EQUIPMENT

9. Inspect equipment before each use by coaches and umpires. All bad equipment shall be destroyed or made unusable to stop children from attempting to save it from waste.

ANNUAL FACILITY SURVEY

10. Annually a facility survey will be performed and the results documented and kept on record for the season. The following is a minimum check that should be completed prior to April 15th of each year (note: Safety plan completion must be completed and submitted by May 1st. The April 15th date is arbitrary but helps to ensure timely completion of the survey, resolution of problems and timely submittal of the entire Safety Plan).

- ☐ Bleachers conditions – no broken seating, supports or braces
- ☐ Backstop fence condition – no loose links, fence secured to pole, poles secured
- ☐ Base conditions – bases breakaway function works
- ☐ Outfield fences – guard railing secure, in good condition
- ☐ Gates at dugouts can be secured
- ☐ Batting cages – supports secure, no holes in netting
- ☐ Concession stand
 - Class B or A-B rated fire extinguisher fully charged
 - No frayed or stressed electrical cords
 - No exposed outlets
 - No signs of pests or insects (consider exterminator service)
 - First Aid Kit present
 - First Aid kit re-supplies present (i.e. ice bags, band aids)
 - AED kit present
 - AED weekly battery checklist present
 - Trash receptacles
 - 'Wash hands' poster present
 - Reminders to turn off power/gas to heating equipment
- ☐ Lights – All bulbs working, consider preventative bulb replacement (i.e. 25%)
- ☐ Field condition good – no holes, deep ruts, trash
- ☐ Trash receptacles present

INJURY REPORT GUIDELINES

11. Injury Report Guideline

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league safety officer within 48 hours of incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest (e.g. game is stopped to check on condition or treat player).

11.1 When to Report:

All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2015 is

Bob Sullivan 508-776-6698 (cell)
rdsull9195@comcast.net (e-mail)

11.2 How to Make the Report:

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations (message). At a minimum, the following information must be given:

- Name and phone number of the person involved
- Date, time, and location of the incident
- As detailed a description of the incident as possible
- Preliminary estimation of the extent of any injuries
- Name and phone number of the person reporting the incident.

11.3 Safety Officer's Responsibilities:

Depending on the severity of the injury, the Safety Officer will contact the injured party or the party's parents within 48 hours of receiving the incident report and:

- 11.3.1 Verify the information received;
- 11.3.2 Obtain any other information deemed necessary
- 11.3.3 Check on the status of the injured party.
- 11.3.4 In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Sandwich Little League's insurance coverage and the provisions for submitting any claims.
- 11.3.5 Complete an Injury Report Incident Form (Incident Form). These are kept within the league for tracking common injuries for actions to prevent (e.g. high number of sliding accidents due to loose bases)
- 11.3.6 Complete an Accident Notification form if the injury requires medical attention (i.e. doctor, hospital or emergency room treatment). (Form obtained from National LL website)

If the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to check on status and check if any other assistance is necessary.

INJURY REPORT INCIDENT FORM

League Name: _____ League ID: _____ - _____ Incident Date: _____
 Field Name/Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ Age: _____ Sex: ? Male ? Female
 City: _____ State _____ ZIP: _____ Home Phone: () _____
 Parent's Name (If Player): _____ Work Phone: () _____
 Parents' Address (If Different): _____ City _____
 Incident occurred while participating in: _____

A) ? Baseball ? Softball ? Challenger ? TAD

B) ? Challenger ? T-Ball (5-8) ? Minor (7-12) ? Major (9-12) ? Junior (13)

C) ? Tryout ? Practice ? Game ? Tournament ? Special Event ? Travel to ? Travel from
 ? Other (Describe): _____

Position/Role of person(s) involved in incident:

D) ? Batter ? Baserunner ? Pitcher ? Catcher ? First Base ? Second ? Third ? Short Stop ? Left Field
 ? Center Field ? Right Field ? Dugout ? Umpire ? Coach/Manager ? Spectator ? Volunteer
 ? Other: _____

Type of injury: _____

Was first aid required? ? Yes ? No If yes, what: _____

Was professional medical treatment required? ? Yes ? No If yes, what: _____
 (If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

A) On Primary Playing Field B) Adjacent to Playing Field D) Off Ball Field

? Base Path: ? Running or ? Sliding ? Seating Area ? Travel:

? Hit by Ball: ? Pitched or ? Thrown or ? Batted ? Parking Area ? Car or ? Bike

? Collision with: ? Player or ? Structure C) Concession Area or ? Walking

? Grounds Defect ? Volunteer Worker ? League Activity

? Other: _____ ? Customer/Bystander ? Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: _____
 Signature: _____ Date: _____